

**Job profile of Teachers at Pre-primary, DMS, R.I.E., Ajmer (2018-19)**

- Develop theme based lesson plan for every day class room teaching and the same to be submitted to Incharge of the programme on weekly basis.
- Develop and maintain student's individual portfolios
- Supervise and monitor the safety of children inside and outside the school premises
- Organize activities or implement curriculum as prescribed by DEE, NCERT in charge/coordinator
- Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime
- Submitting the requirement of the materials to be purchased for repairing teaching, learning materials/costume/art and craft e.t.c for implementation of the same.
- Watch for signs of emotional or developmental problems in children and if required, bring the problems to the attention of parents in consent with in charge of the unit
- Use games, music, books, art, technology and other resources to teach basic skills and foster kids development
- Keep records on individual children, including daily observations and information about activities and medications administered (if any).
- Instruct/inform parents about children's development, health and personal habits such as eating, resting, and toilet habits during parent teacher meeting or as and when it is required
- Provide appropriate care to Children with Special Needs.
- Supervise helpers about children's dressing, toileting, cleaning self, eating, wearing and removing shoes and any other activities as required
- Prepare and maintain the record of the theme based lesson plan implemented for children
- Any other work/activity as guided by the respected Principal and coordinator/in-charge of the unit, which is related to the development of the pre-primary centre, DMS, R.I.E., Ajmer.

### **Job profile of helpers at Pre-primary, DMS, R.I.E., Ajmer (2018-19)**

- Supervise and monitor the safety of children inside and outside the school premises
- Organize mealtimes and snacks for children from their belongings
- Cleaning of class room, lunch room, rest room, activity room and surrounding areas.
- Keeping outdoor and indoor play areas free from hazards and maintain hygiene.
- Change the diapers of infants and toddlers, if required
- Support teachers in organizing activities or implement a curriculum that allow children to learn about the world and explore interests in the absence of class teacher
- Help teachers in developing schedules and routines to ensure that children have enough physical activity, rest, and playtime
- Watch for signs of emotional or developmental problems in children and bring the problems to the attention of parents in consent with in charge of the unit
- Help teacher while utilizing games, music, books, art, technology and other resources to teach basic skills and foster student development
- Observe and monitor children's play activities.
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered (if any).
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Organize and store toys and materials to ensure order in activity areas. Sanitize toys and play equipment.
- Provide appropriate care to Children with Special Needs.
- Support children for their dressing, toileting, cleaning self, eating, wearing and removing shoes as per their competency
- Accompany children to and from school, on outings, and to medical appointments.
- Any other work/activity guided by the respected Principal and coordinator/in-charge of the unit, which is related to the development of the pre-primary centre, DMS, R.I.E., Ajmer.